



Request for Architectural and Engineering Consultant Proposal

The Missouri Department of Transportation hereby request Architectural and Engineering Consultant firms to submit letters of qualifications and statements of their qualifications to provide design services for the construction of Safety Welcome Centers. It is the intention of the department to start two projects in the near future. One will be located in the southwest corner of Missouri (Eastbound I-44 at approximate milepost numbers 2-18 in Jasper or Newton County located along or near old "Route 66") and another will be located in the northwest corner of the state (Southbound I-35 at approximate milepost numbers 93 – 114 along a route designated as the "Prairie Passage"). The schedule for the completion of all design phase is dependant upon the department's site selection, which is currently in process.

The original and five (5) copies of Letters of Interest and Qualification Statements must be delivered to 2211 St. Mary's Boulevard, Jefferson City, Missouri by 4:00 PM November 29, 2004. Missouri Department of Transportation's point of contact for this request is Rand Swanigan and he can be reached by e-mail at Rand.Swanigan@mail.modot.gov. Qualifications submittals should be concise, indexed, and include only those items called for in this request.

This is the first step in establishing a contract for Professional Services in accordance with sections 8.285 through 8.291 of the Missouri Revised Statutes. The second step will be to evaluate Letters of Interest and Statements of Qualifications and establish a "short list" which will be a minimum of three and a maximum of five firms. Firms on the short list will be invited to interview with a selection team for each project after the site has been determined. Upon completion of an evaluation of all information provided in the interview, the selection committee will recommend a firm for contract development and execution.

The Missouri Department of Transportation (MoDOT) has obtained approval from the Federal Highway Administration to use Federal Enhancement Funds for this project; therefore, applicable laws, rules and regulations (DBE, NEPA, etc.) concerning the use of federal dollars apply. A DBE goal of 8% has been established for each of the project.

Both projects include the construction of a Safety Welcome Center upon the location of a site yet to be determined. Construction of the new facilities and the necessary ingress and egress to and from the interstate must conform to all current federal and state design standards. All requirements pertaining to the preparation and approval of the environmental document, permits, water quality and public involvement issues must be in accordance with the latest state and federal laws and guidelines.

The selected consulting firm may be responsible for gathering topographic information, design of the building, parking facilities, access to roadway, site grading and drainage, landscaping, and public utility service. The firm may also be responsible for clearing the site both culturally and environmentally, as well as any geotechnical analysis and recommendations. The firm may also be responsible to participate in the public involvement plan.

The following information should be provided in the order listed to facilitate the selection process.

1. Identify the lead organization of the Proposer's team. List the primary functions and responsibilities of the management team.
2. Identify the Project Manager and the firm by which they are employed. Give a clear definition of the role and responsibility of the Project Manager relative to the member firms. List the Project Manager's experience leading this type and project scope.
3. Required minimum qualifications of Proposer's Team:
 - a. The Proposer's design team shall meet the following minimum qualifications:
 - b. The design team must have experience in all phases of architectural and roadway design; be capable of using the Missouri Standard Specification for Highway Construction; have experience with the submittal and review process and compliance to obtain building and occupancy permits; have experience in obtaining all state and federal environmental permits; and have professional Missouri registration.
 - c. The lead design engineer must have a minimum of five (5) years experience and expertise in the design of buildings and roadways.
 - d. The lead architect must have a professional license issued by the Missouri Architects and Professional Engineers licensing Board and expertise in building design.
 - e. The design team must have personnel with experience and expertise in landscaping design. Landscaping must be designed by a professional landscape architect in Criminal Protection Through Environmental Design (CPTED). Information concerning CPTED can be accessed at <http://www.cpted.net/>.
 - f. The traffic engineer must have a minimum of five (5) years experience and expertise in traffic engineering.
4. Submit the past 5 years experience records for Architectural, Environmental, Roadway Design, Traffic Engineering Design including Roadway Design, Structural Design and Hydraulic Engineering (include experience with unique storm water control systems). Provide information sufficient to show the minimum qualifications stated in item 3 above. Include at least the following information:
 - a. A list of all similar building and roadway projects;
 - b. Name and phone numbers of owner and owners' representatives who can verify and discuss the firm's performance in these projects;
 - c. A brief description of each project size, type building, type of roadway, type substructure and any unusual features;
 - d. The proposed contract completion date and the actual completion date as well as the proposed contract construction price and the actual contract construction price for each project;
 - e. A resume of qualifications and experience for each member of the design team.

5. Submit the Quality Control and Quality Assurance Management approach for the project. Include the team organization and the levels of all supervision.
6. Provide a financial statement of the lead firm and any major partners.
7. Explain how the team will meet the DBE goal of 8% that has been established for each of the projects.